



# **AD HOC WORKGROUP ON MAJOR IT Projects STATUS REPORT**

## **Minutes**

**December 19, 2001**

**Department of Technology Planning Conference Room  
Richmond Plaza Building, 100 So. 7<sup>th</sup> Street, Suite 135**

**9:15am — 11:00am**

### **Attendance**

#### **Members Present:**

Bill Atkinson (SBE); JoJo Martin (VDOT); Pat McCloy (DIT); Chris Saneda (ABC); Bill Sinkinson (DEQ); Harry Sutton (DSS); George Williams (DTP); Mark Willis (VCU).

#### **Presenters, Guests, and Representatives:**

Dan Galloway (SCC); Mike Logan (DTP); Dan Ziomek(DTP).

#### **Members Absent:**

Farley Beaton (Tax); Richard Fellows (VEC); Don Morgan (ABC);

### **Welcome and Opening Remarks**

Chris Saneda convened the meeting at 9:20am in the DTP Conference room.

## **Meeting Objectives**

- Review the draft project charter for the Dashboard project.
- View revisions to the web application.
- Determine how to incorporate references to project management best practices.
- Identify the best approach to introduce the Dashboard to project managers.
- Determine workgroup participation in developing a project initiation process.

## **Project charter for the dashboard project**

### **Discussion**

There was considerable discussion about the draft charter. The workgroup recommended several revisions, including placing some details in a separate project plan.

### **Action Items**

Williams will revise the draft charter and prepare a draft project plan for the next meeting.

## **DASHBOARD PROJECT PHASE II and iii deliverables**

### **Discussion**

In a continuation of the discussion of the draft charter, the workgroup specifically reviewed the proposed deliverables for phases II and III. There was consensus that the current goal to provide the incoming Secretary of Technology with a list of major IT projects and validated project background information by late January is feasible and should be retained. The group agreed that the current goal to deliver an approved and evaluated status report for each major IT project (approximately 40) by the March 14 COTS meeting is not feasible. The revised deliverable is a pilot, composed of approved and evaluated status reports for projects within the agencies of workgroup members.

### **Action Items**

These deliverables will be incorporated into the revised project plan.

## **Participation in project initiation process**

### **Discussion**

Recognizing that the project tracking process draws on information developed during the project initiation phase, the workgroup was asked to participate with DTP in the design and development of a

revised procurement and project approval process. The workgroup agreed that participation is a logical extension of their current activity.

### **Action Items**

The DTP Technology Management team will provide background on the current process and, when complete, a draft design of the revised process.

### **Adjourn**

The meeting was adjourned at 11:00am.

### **Next Meeting**

Members were asked to forward their availability for a meeting during the week of January 7.

Respectfully Submitted,

George Williams (DTP)